

ADMINISTRATIVE  
INTERNAL USE ONLY

DD/S&T 1846-65

19 April 1965

MEMORANDUM FOR: Chief, Records Administration Staff, DDS

SUBJECT : Destruction of Inactive Records

REFERENCE : HN ☐

STAT

1. In compliance with the above reference, the attached reports are forwarded for your disposition.

✓ 2. During this period a Records Control Schedule was approved for FMSAC/DD/S&T. The current Records Control Schedule for the O/DD/S&T, OEL and ORD are in the process of being reviewed and updated.

✓ 3. Approximately 100 feet of inactive records were destroyed by the above offices. There is every indication that this figure will be increased in the near future.

4. I would like to point out that there is a limited number of cabinets with key locks available in the Agency. On the other hand, there seems to be a limitless amount of safes available. Taking this into consideration, I find that it is hopeless in many instances to convince people that they could substitute cabinets in lieu of safes when it is much easier to obtain the latter. The end result usually finds the individual receiving a safe.

5. If there is any additional information needed in regard to this report, please contact me at any time.

STAT

Area Records Officer  
DD/S&T

Attachment: a/s

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